

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Higher Education Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Revised Information – Published - Orders – Issued.

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**HIGHER EDUCATION (OP) DEPARTMENT**

**G.O.Rt.No. 960,**

**Dated:06.12.2013**  
**Read the following:**

1. The Right to Information Act, 20-05, (Act No.22 of 2005 Central Act) Published in Gazettee of India (extraordinary) vide Notification No.25, dt.21-6-2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD, dt.30.08.2005.
3. G.O.Rt.No.757, Higher Education (OP) Deptt., dt.20-09-2005.
4. U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A. (GPM&AR) Department, dt.20.11.2008.
5. G.O.Ms.No.150, Higher Education (OP) Deptt., dt.19.10.2005.
6. G.O.Ms.No.216, Higher Education (OP) Department, dt.14-12-2010
7. G.O.Ms.No.154, Higher Education (OP) Department, dt.28.11.2011
8. G.O.Ms.No.2, Higher Education (OP) Department, dt.05.01.2013.

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ORDER :-

Government vide reference 8<sup>th</sup> read above have issued order publishing the Information under Section 4(1)(b) of Right to Information Act, 2005 in respect of Higher Education Department.

2. In partial modification of the orders issued in G.O. 8<sup>th</sup> read above, the revised information in respect of Names, Designation and other particulars of the Appellate Authorities and Public information in respect of Higher Education Department is published as noted in the Annexure to this order.

3. The information is available on the website "<http://www.aponline.gov.in/>"

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

AJAY MISRA  
PRINCIPAL SECRETARY TO GOVERNMENT

To:

All Officers in Higher Education Department.

All Head of Departments under the Administrative control of Higher Education Department.

The General Administration (I & PR.II) Department.

The General Administration (GPM & AR) Department.

Copy to :

All Sections in the Department

All Departments of Secretariat,

P.S. to Chief Secretary to Government.

P.S. to Principal Secretary to Chief Minister.

P.Ss. to Deputy Chief Minister (Higher Education and Technical Education)

Ps to Minister Culture

P.S. to Principal Secretary to Government, Higher Education Department.

P.A. to Special Secretary to Government, Higher Education Department.

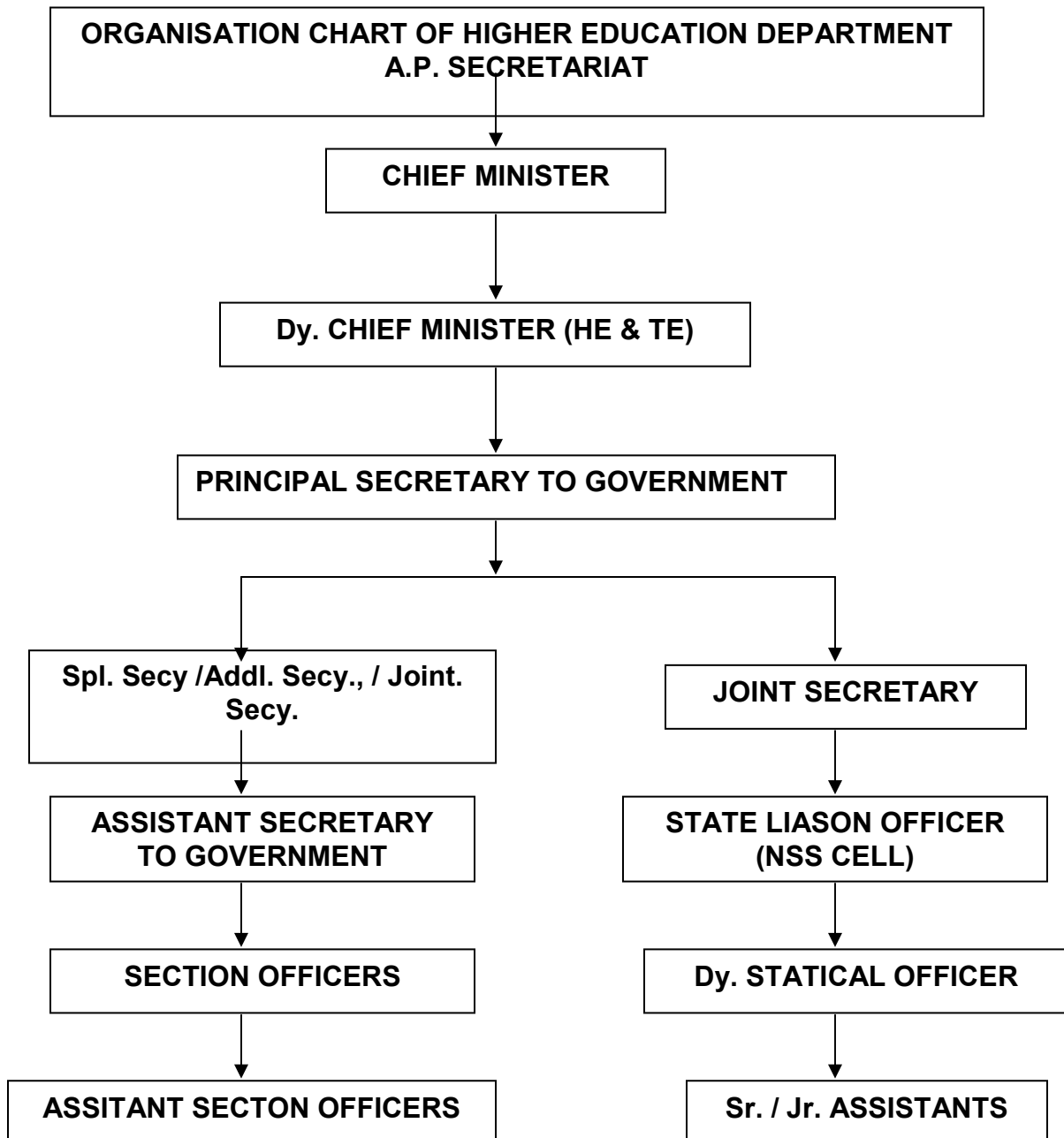
SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER.

**ANNEXURE TO G.O.Rt.No.960, HIGHER EDUCATION DEPARTMENT,**  
**DATED.06.12.2013.**

**ITEM - I The Particulars of its organization functions and duties:-**



Contd....2

The following Heads of Department and Statutory bodies work under the administrative control of the Higher Education Department at present:-

1. Commissioner / Director of Collegiate Education.
2. Commissioner /Director of Technical Education.
3. A.P. State Council of Higher Education.
4. A.P. State Archives and Research Institute.
5. A.P. Government Oriental Manuscripts, Library and Research Institute.
- 6.State Board of Technical Education and Training.
7. Telugu Academy.
8. Urdu Academy.
9. Hindi Academy.
10. Sanskrit Academy.

## **II. THE POWERS, AND DUTIES OF OFFICERS AND EMPLOYEES**

### **1. Principal Secretary to Government / Secretary to Government**

He is the Official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the Transaction of Business in the Department and helps formulate the Policy of Higher Education Department. He exercises general supervision and control over the staff under him and he is responsible for seeing that the members of the staff attend to the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of Business in the department. The Special Secretary / Additional Secretary /Joint Secretary / Deputy Secretary and Assistant Secretaries of Government assist the Principal Secretary.

Besides the above, the Principal Secretary will coordinate the activities of the Heads of Departments under the control of Higher Education Department.

### **2. Special Secretary to Government / Additional Secretary to Government/ Joint Secretary to Government / Deputy Secretary to Govt.**

The Special Secretary to Government / Additional Secretary to Government / Joint Secretary to Government / Deputy Secretary to Government assist the Principal Secretary in this Department in respect of the subjects allotted to them by the Principal Secretary. They can directly send the files to other Departments for obtaining their remarks/ advises.

### **3. Assistant Secretary to Government:**

The Assistant Secretary to Government exercises control over the Sections placed in his charge with regard to dispatch of business and in regard to maintaining discipline in the Sections. He/She is also responsible to submit the files to Senior Officers.

### **4. Section Officer:**

The Section Officer is In charge of a Section in the Department. Two / One Assistant Section Officers assist him. He/She is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him/her. He/She is directly responsible to the officers under whom he/she works for the efficient and expeditious dispatch of business in all stages in his/her Section. The training of the Assistant Section Officers under him/her is one of his/her principal functions. He/she himself/herself under takes to deal with the more difficult or important papers. He/She should maintain discipline in his Sections.

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### **5. Assistant Section Officer:**

The main duties of Assistant Section Officer in a Section are to reference the communications properly and submit the file to Section Officer along with relevant material and assist the Section Officer in dealing with cases pertaining to his/her Section. He/She is responsible to maintain Personal Register and dispatching the draft fair copies after comparing the same. He/She is basically the custodian of all files pertaining to their subjects.

### **6. P.S / Stenographers:**

Private Secretaries to Principal Secretary to Government attends to dictation given by the Principal Secretary, receives files from sections, maintain secrecy of the Peshi and such other items of work entrusted by the Principal Secretary / Secretary. The Stenographers working for Special Secretary / Deputy Secretary to do shorthand work to them and such other items of work as are entrusted to them including maintaining the movement of files & tappals.

### **III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

The procedure involved in decision making is by way of consulting the Heads of Departments under the administrative jurisdiction of the Higher Education Department, advisory Departments like, Finance, General Administration and Law Departments, Vigilance Commission, A.P. Public Service Commission etc., circulating the file to the concerned Minister(s) and Chief Minister, through the Chief Secretary wherever necessary. The Principal Secretary disposes of the cases based on the delegation of powers as per Business Rules and Secretariat Office Manual.

### **IV. NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

The Business of the Government will transact in the Department as per the Secretariat Business rules and in terms of Secretariat Office Manual, duly obtaining the required budget allocation wherever necessary by placing necessary proposals to the Legislature through Finance Department for the various schemes that are sanctioned and that are to be taken up based on the Priority for the benefit of the State

The Department submits memorandum to the Council of Ministers for clearance of various proposals and schemes which need such approval. It interacts with the Government of India for clearance of proposals regarding various schemes to be implemented by State Government. Wherever required.

### **V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

Some of the major statutes dealt with by the Department are as follows:

1. A.P. Education Act, 1982 and Rules made there under
2. A.P. Universities Act, 1991
3. The A.P. Open University Act, 1982.
4. The A.P. Educational Institutions (Registration of Admissions and Prohibition of Capitation fee) Act, 1983 & rules made there under
5. The A.P. State Council of Higher Education Act, 1988
6. The A.P. Private Educational Institutions Grants-in-Aid (Regulation) Act, 1988.
7. The A.P. Public Exams (Prevention of Malpractices and Unfair Means) Act, 1997.
8. The A.P. Prohibition of Ragging Act, 1997.
9. JNTU Act (Act 30 of 2008)
10. JNFAU Act (Act 31 of 2008) etc.,

**VI: A Statement of the categories of documents that are held by it or under its control:-**

1. A.P. Education Service Rules
2. A.P. Technical Education Service Rules
3. A.P. Technical Education Subordinate Service Rules
4. Copies of Government Orders; Important Circular Instructions

<b>1. Office Procedure Section</b>	
ASO-1	All service matters relating to Officers, and staff including Class-IV working in Higher Education Department such as Appointments, Postings and transfers, Regularizations of services, sanction of leave Pay fixations, release of increments, sanction of pension and other retirement benefits, medical reimbursements, and training of personnel.
ASO-II	All non service matters of Higher Education Department including matters pertaining to loans and Advances, such as – Budget of Higher Education, Secretariat, Reallocation of budget on loans to Higher Education Secretariat and HODs. Sanction of loans and advances viz., HBA, MCA, Marriage Advance, Education Advance, Festival Advance, Cycle Advance and other loans and advances to staff and Officers. Purchase and supply of stationery livery and cloth and furniture items. Maintenance of all Registers like Registers on Furniture, Computers, Typewriters etc., Office Stores and Equipment and Inventory Registers, Telephones, Vehicles, preparation of pay bills, supplementary bills and bills for claiming loans and advances and other bills. Maintenance of Impress Cash book. Contingent expenditure. Attendance Registers. Recoveries in respect of LIC, Co-Operative Society Ltd., etc., and their remittance in the concerned office. Reconciliation of expenditure figures with PAO/AG Office. Preparation of number statements. Accommodation to Officers and staff.
<b>2. Intermediate Education - I Section:</b>	
A.S.O -I	All service matters relating to Principals and Junior Lecturers in Government Junior Colleges in the State. Special rules for A.P.I.E.S. Demands of Government Junior Lecturers Association and Government College Principals Association.
A.S.O -II	Opening of new Government Junior Colleges / Additional Sections / Courses including vocational courses in Junior Colleges. All matters relating to vocational Education including Centrally Sponsored Schemes of Vocational Education. Matters relating to construction of buildings / purchase of equipment, books, stationery for Government Junior Colleges. Budget of Intermediate Education – Plan and Non Plan Schemes of Intermediate Education. All service matters relating to Non teaching staff / Non Gazetted staff of Government Junior Colleges including ministerial staff, Class-IV staff and contingent staff etc., Matters relating to administration of C&DIE Office. Demands of Service Association of C&DIE Office and other NGOs Associations of Intermediate Education. Matters relating to Gazetted Officers of I.E Department excluding Principals and Junior Lecturers of Government Junior Colleges. Special Rules for APIESS.
<b>3. Intermediate Education - II Section:</b>	
A.S.O-I	All matters relating to private aided Junior Colleges in Andhra and Rayalaseema Areas. All matters relating to Co.op. Junior Colleges / A.P. Residential Junior Colleges and other private Junior Colleges in the State. Issues relating to Private unaided Junior Colleges and Cooperate Junior Colleges in the State.
A.S.O – II	All matters relating to Private Aided Junior colleges in Telangana Area. Demands of Service Associations relating to Private Aided Junior Colleges. Matters relating to Board of Intermediate Education. General matters relating to conduct of Intermediate exams, / results and other academic matters relating to Intermediate Education. Matters relating to A.P. Telugu Academy. Issues relating to students of Intermediate Education.
<b>4. Collegiate Education - I Section:</b>	
A.S.O - I	All service matters relating to RJDCEs, Principals, Lecturers of Government Degree Colleges in the State including demands of Associations of Government Degree Colleges like GCGTA, GCTA etc., All service matters of Gazetted officers in the Office of DCE, RJDCEs, GDCs in the State and other non teaching Gazetted Officers in Collegiate Education. Special Rules for A.P. Collegiate Education Service and matters connected thereto. Employment Generation Mission and connected matters. Pay fixations in UGC scales and other relating matter pertaining to teaching Staff of Government Degree Colleges.

A.S.O - II	All non service matters relating to Collegiate Education Department including Government Degree Colleges and Government Oriental Colleges. Matters relating plan and non plan schemes (both new and continuous of C.E) including budget. Sanction of new Government Degree Colleges / Additional Sections / Additional Courses etc. and restructuring of courses. Construction of buildings and providing of the infrastructure, like Laboratories, furniture, Libraries, Computers etc., for Government Degree Colleges and O/o the DCE, and other offices of Collegiate Education Department. E.P.P. Scholarships and other scholarships pertaining to Collegiate Education Department. All matters relating to students of Government Degree Colleges, Oriental Colleges their welfare and problems. All service matters pertaining to all non teaching staff and non Gazetted staff including Ministerial / Class IV Staff, contingent staff etc. of College Education Department including teaching and non teaching staff of Government Degree Colleges. Special rules for A.P Collegiate Education Subordinate Service and matters connected thereto. Residuary matters pertaining to former A.P. College Service Commission.
<b>5. Collegiate Education – II Section:</b>	
A.S.O -I	All matters relating to Private Aided Degree Colleges and Private oriental Colleges in Andhra area including service matters of Teaching and non teaching staff of such colleges. Issues relating to Private aided Degree Colleges connected to A.P. Educational Act and Rules / Instructions issued there under. Demands relating to Association of Staff of Private Aided Degree Colleges.
A.S.O –II	All matters relating to Private Aided Degree Colleges and Private Oriental Colleges in Telangana and Rayalaseema areas including service matter of teaching and non teaching staff of such colleges. Issues relating to Private unaided Degree Colleges in the State. General issues of Private Aided Colleges connected to Grant in Aid Act and instructions issued there under.
<b>6. Technical Education – I Section:</b>	
A.S.O - I	Establishment of Government Polytechnics. Plan and Non plan Schemes, Budget releases of grants etc. relating to Technical Education Department. CSS and World Bank Projects for Technical Education. All non service matters relating to Technical Education Department including CTE Office. Release of grant in aid for private Aided Polytechnics and other non service matters in the State. Matters relating to CEEP. All matters relating to APSBTET.
A.S.O -II	All matters relating to Special Rules for A.P. Technical Education Service. All matters relating to A.P Technical Education Sub Service. All service matters relating to Gazetted and Non Gazetted staff of the Technical Education Department including office of the CTE and teaching and non teaching staff of Government Polytechnics.
<b>7. Technical Education – II Section:</b>	
A.S.O	CSS and World Bank Projects for Technical Education. All non service matters relating to Technical Education Department including CTE Office. Release of grant in aid for private Aided Polytechnics and other non service matters in the State. Matters relating to CEEP. All matters relating to APSBTET. Service matters of all categories of staff of private aided polytechnics.
<b>8. ENGINEERING COLLEGE (E.C) Section:</b>	
A.S.O -I	All matters relating to M.C.A. Colleges including opening of new Colleges, New Courses / sections / additional courses / sections. All matters relating to M.B.A. Colleges including opening of new colleges, new courses / sections / additional courses / sections. All matters relating to J.N.T.U. all matters relating to R.E.C, Warangal. All matters pertaining to 'PRATIBHA' awards scheme. All matters pertaining to Kothagudem School of Mines. KU-Band professional related matters. Matters relating to starting of PGDBA, PGDBM and any other such new professional courses sanctioned by AICTE, New Delhi. Conducting of ICET matters.
A.S.O - II	All matters relating to Engineering Colleges including opening of new colleges, new courses / sanctions, additional courses / sections and also extension of permission to the existing institutions. Starting of B. Pharmacy courses. Conduct of EAMCET and connected matters. Rules of EAMCET issued in G.O.Ms.No.184, Education dt.20.08.1993 and connected matters. Transfer of students of Engineering colleges from one college to another. Project for Development of Basara. Matters relating to M. Tech Degree courses. Establishment of Colleges of Architecture. Matters relating to society for Networking Excellence in Technical Education.

<b>9. University Education – I SECTION</b>	
A.S.O - I	All the Universities both old and new located in Andhra region and related issues in the region including establishment of new Universities Andhra region.
A.S.O.-II	All the Universities both old and new located in Rayalaseema Region and related issues in the region. Sanction of grants to the Universities (block grants and matching grants) – Preparation of Budget estimates for Universities. Establishment of new Universities in Rayalaseema region.
<b>10. University Education –II SECTION</b>	
ASO	All the Universities both old and new located in Telangana Region and related issues in the region. All matters relating to APSCHE and UGC. All matters related to teachers Association, Establishment of new Universities in Telangana region and any other mislenious Items.
<b>11. MONITORING CELL ( M.C) Section:</b>	
A.S.O - I	Monitoring of Assembly matters like LAQs, SNQs, Assurances, Call attention notices, etc., Monitoring of issues relating to Legislature Committees like PAC, PUC, Estimates Committee, Committee on petitions, Committees for welfare of SCs / STs/ BCs / Physically Handicapped / Minorities etc.. Matters pertaining to CAG, Reports, AG's Audit Paras / Audit Objections, Inspection Reports. Consolidation of General Budget, Cut motions, etc., for Higher Education Monitoring of CMP cases pertaining to Higher Education.
A.S.O - II	Monitoring of issues pertaining to all Heads of Departments of Higher Education or connected to two or more sections in Higher Education Department. Monitoring of issues / subjects which do not pertaining to any particular Section / Department under Higher Education. Any general matter relating to Higher Education. All matters relating to APSARI, APOMLRI, Vision 2020, Monitoring of News items / press clippings from I&PR or Grievance Bureau. File Disposal reports of Heads of Departments. Clean and Green programme and RTI Act.
<b>12. VIGILANCE- I (VC-I) SECTION</b>	
A.S.O	All cases relating to Vigilance Commission, ACB, Vigilance & Enforcement, CBCID, Commissioner of Inquiries, and cases of misappropriation of funds etc. pertaining to the following HODs:-  (i) Commissioner of Collegiate Education, including private Aided Degree Colleges. (ii) Director of Intermediate Education, including Private Aided Junior Colleges. (iii) Board of Intermediate Education. (iv) All review meetings (i.e. APVC, V&E, ACB Cases)
<b>13. VIGILANCE-II (VC-II) SECTION</b>	
A.S.O	All Cases relating to Vigilance Commission, ACB, Vigilance & Enforcement, CBCID, Commissioner of Inquiries, and cases of misappropriation of funds etc., pertaining to the following HODs:- (i) Commissioner of Technical Education, including Private Aided Polytechnics. (ii) State Board of Technical Education & Training, Andhra Pradesh. (iii) A.P. State Council of Higher Education. (iv) All Universities under the Higher Education Department, including JNTU, NIT, Warangal. (v) Directorate of Telugu Academy & (vi) APSARI (vii) AP OML & RI.
<b>14. NATIONAL SERVICE SCHEME CELL (N.S.S. Cell) (Under State Liaison Officer)</b>	
Dy. S.O: (NSS-2)	Budget, Release of grants, Settlement of Accounts with Universities and GOI, Maintenance of hiring vehicle and its Log book. Outsourcing of Personnel –Issue of Proceedings for payment of remuneration, Cashbook of Grants, Receipts & payments & UCs. Inspection / audit of Accounts of Universities. Organisation of Seminars. State NSS Cell maintenance such as infrastructure, display of board and computer systems and furniture etc. Deptl. Audit and AG Audit. State Level Advisory meeting University Level Advisory meetings Appointment of PC's NSS. Appointment of Transfers and Disciplinary cases of Staff. Retirement and pensions. PCs review meeting. Purchases of Stores, Maintenance of Temp. & Permanent dead stock Registers. Maintenance of Office Order Book. Maintenance of Stock File.
Junior Assistant – I (NSS-3)	All types of Bills (Pay Bills, TA Bills, Loans & Advances, Hiring Vehicle bills Telephone bills, Outsourcing bills, Contingency Bills etc. Increments & pay Fixations, Reconciliation of Expenditure, State Budgets, Monthly Plan expenditure Reports, Maintenance of General Cash Book, UDP and Subsidiary Registers. Budget Control Register, Treasury Bills Register, NSS Cell Continuation, SLO Tour Programmes & Tour Dairies. All Kinds of Leaves. Maintenance of Service Books, NSS Awards (State / National), National Integration Camps, TOC –

	Orientation & Refresher Courses Incentives to Volunteers. Cheyutha Programme. Maintenance of Attendance Register, Maintenance of Stationary & Printed forms – Indent and stock registers Maintenance Stock file.
Junior Assistant (NSS-4)	Allocation of Volunteers to the Universities of State of A.P., Enrollment of NSS Volunteers in Universities, Extension of NSS to new Universities / Institutions. A,B&C Grade in NSS Certificate, Alpha Numerical Code, Basic Data of National Service Scheme, Self financing Units, Special Camps / YLTP/Y.Fs., Periodical Reports viz., Quarterly, Half yearly and Annual & their Review with Tasks & Targets, Misc. Correspondence, NSS Welfare & Development fund, Task & Targets Maintenance of stock file.
Steno: (NSS-5)	Inward & Outward, Fair Copying of SLO & Seat-IV, Maintenance of Postage a/c. DPOs, Updating the names of VCs, Registrars and PCs, Financial Help-APSACS, R.D Parade, Computer maintenance, Telephone maintenance, Accommodation – Reservation of Suits for High Officials, Hospitality, Arrangement of Supply of mineral water, Custodian of News papers and their sale & remittance, APS AIDS Control Society, A.P Red Cross, Maintenance of Stock file.

**(VII). THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPELEMNTATION THEREOF**

A.P. State Council of Higher Education constituted with Technical Members helps in policy matters. .

Executive Councils of all Universities have four representations of eminent persons each from industry, agriculture, trade, commerce, education, public life, ..... profession, social work etc.

**(VIII). A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESIBLE FOR PUBLIC**

- a. The Andhra Pradesh State Council of Higher Education came into existence on 20th May, 1988 through an Act of the State Legislature to advise the Government in matters relating to Higher Education in the State and to oversee its development with perspective planning and for matter connected therewith. The Council also coordinates the academic activities of the Universities.
- b. The State Board of Technical Education and Training was constituted by Government of Andhra Pradesh under Section (6) of Andhra Pradesh Education Act (Act No.1 of 82) 1982 on 24.04.1984 in G.O.Ms.No.140, dated 24-04-1984 in order to have effective control over the maintenance of quality and standards of Technical Education and for the promotion and coordination of Technical Education and Training at the Polytechnic level and for matters connected therewith. The Board has come into existence in 1st June, 1984. The Board is an autonomous body with independent administrative, academic and financial powers to carry out the function as laid down in section 6 of Andhra Pradesh Education Act. 1982.
- c. The Telugu Academy was established in the year 1968, for modernizing the Telugu as a powerful medium of instruction at all levels.
- d. University in the State, these Universities have Executive Council members.

The meetings / minutes of meetings etc. of the above Boards and Councils are accessible to the public. The orders issued pursuant to the decisions taken in the meetings are also accessible to the public.

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(IX). A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

NAME	DESIGNATION	TELEPHONE
<b>Sarvasri</b>		
Ajay Misra, IAS	Principal Secretary to Govt.	23451424 23457193
R.M. Dobriyal, I.F.S.,	Special Secretary to Govt.	23453074
M. Kanaka Durga	Additional Secretary to Govt.	23454888
K. Satyanarayana Rao,	Joint Secretary to Govt.	9848992530
S. Sumalatha,	Assistant Secretary to Govt.	9912225722
B. Ramji,	Assistant Secretary to Govt.	9542445267
G.V. Bharathi,	Assistant Secretary to Govt.	23450111-2631
K.Eswaraiah	Assistant Secretary to Govt.	9010204276
M.R.D. Chowdary	Section Officer	9542445266
S. Balaiah	Section Officer	9542445265
N. Srinivasa Rao	Section Officer	9542445272
M.V. Krishnaiah	Section Officer	9542445273
K. Srinivasulu	Section Officer	9542445268
S. Lakshminarayana	Section Officer	9542445263
S. Suryakumari,	Section Officer	9542445269
B. Dronacharyulu,	Section Officer	9542445270
M. Subba Rao	Section Officer	9542445274
G. Srinivasulu	Section Officer	9542445262
M. Pushkarudu	Section Officer	9542445264
T. Kanaka Durga	Section Officer	9542445271
N. Siva Naga Rajeswari	P.S. to Prl. Secy. to Govt.	9666550646
G.V. Narayana	Assistant Section Officer	
G. Lakshmana Rao	Assistant Section Officer	
T. Tippeswamy	Assistant Section Officer	
B. Somanna	Assistant Section Officer	
N. Suman	Assistant Section Officer	
R. Rajesham	Assistant Section Officer	
P. Chakrapani	Assistant Section Officer	
K. Sampath Kumar	Assistant Section Officer	
Md. Althaf Hussain	Assistant Section Officer	
K. Sree Ramulu	Assistant Section Officer	
T. Venkata Ramana	Assistant Section Officer	
T. Nagendra Babu	Assistant Section Officer	
K. Suresh Chowdary	Assistant Section Officer	
Ch. Radha	Assistant Section Officer	
K. Chandra Shekar	Assistant Section Officer	
V. Kailasam	Assistant Section Officer	
G. Vijaya Jyothi	Assistant Section Officer	
S. Srikanth	Assistant Section Officer	
A.vijaya Lakshmi	Assistant Section Officer	
Y. Babu	DR&T Assistant	
P.V. Ramana Rao	DR&T Assistant	
P. Swarna Raj	Record Assistant .	
A. Venkat Raj	Record Assistant	
M. Raghunath Singh	Record Assistant	
Fakeer Pasha	Jamedar	
Ashok Singh	Jamedar	
Jagannadh	Cycle Orderly	
C. Nagaraj	Cycle Orderly	
K. Narasimha	Attender	
Rukminibai	Attender	
N. Anitha	Attender	
Mahabub Ali	Attender	
D. Ramesh	Attender	
A. Prabha	Attender	

G. Ramulu	Attender	
K. Srinivasulu	Attender	
N. Rajaiah	Attender	
J. Narasimha	Attender	

**(X). THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM FOR COMPENSATION AS PROOIDED IN ITS REGULATIONS.**

NAME	DESIGNATION	MONTHLY EMOLUMENTS RS.
<b><u>Sarvasri/Smt.</u></b>		
AJAY MISRA, IAS	Principal Secretary to Govt.	1,70,918
R.M. Dobriyal, I.F.S.,	Special Secretary to Govt.	1,33,362-
M.Kanaka Durga	Additional Secretary to Govt.	99,265/-
K. Satyanarayana Rao	Joint Secretary to Govt.,	66,696/-
S.Sumalatha	Assistant Secretary to Govt.	54,121/-
B. Ramji	Assistant Secretary to Govt.	47,508/-
G.V. Barathi	Assistant Secretary to Govt	46,251/-
K. Eswaraiah	Assistant Secretary to Govt	47,071/-
M.R.D. Chowdary	Section Officer	42,489/-
S. Balaiah	Section Officer	52,154/-
N. Srinivasa Rao	Section Officer	44,732/-
M.V. Krishnaiah	Section Officer	44,747/-
K. Srinivasulu	Section Officer	38,147/-
S. Lakshmi Narayana	Section Officer	38,107/-
S. Surya Kumari	Section Officer	39,182/-
B. Dronacharyulu	Section Officer	38,157/-
M. Subba Rao	Section Officer	40,206/-
G. Srinivasulu	Section Officer	35,085/-
T. Kanaka Durga	Section Officer	38,157/-
S. Sivanaga Rajeswari	P.S. to Prl. Secy. to Govt.	45,851/-
G.V. Narayana	Assistant Section Officer	35,750/-
G. Lakshmana Rao	Assistant Section Officer	34,803/-
K. Thippe Swamy	Assistant Section Officer	25,123/-
B. Somanna	Assistant Section Officer	28,915/-
N. Suman	Assistant Section Officer	27,261/-
R. Rajesham	Assistant Section Officer	28,015/-
P. Chakrapani	Assistant Section Officer	28,015/-
K. Sampath Kumar	Assistant Section Officer	42,191/-
Md. Altaf Hussain	Assistant Section Officer	28,769/-
K. Sriramulu	Assistant Section Officer	29,581/-
T. Venkata Ramana	Assistant Section Officer	28,015/-
T. Nagendra Babu	Assistant Section Officer	25,761/-
K. Suresh Chowdary	Assistant Section Officer	25,761/-
Ch. Radha	Assistant Section Officer	25,761/-
K. Chandra Shekar	Assistant Section Officer	25,761/-
V. Kailasam	Assistant Section Officer	25,761/-
G. Vijaya Jyothi	Assistant Section Officer	25,761/-
S. Srikanth	Assistant Section Officer	25,761/-
A.vijaya Lakshmi	Assistant Section Officer	25,761/-
Y. Babu	DR&T Assistant	37,357/-
P.V. Ramana Rao	DR&T Assistant	35,260/-
T. Swarna Raj	Record Asst.	21,955/-
A. Venkat Raj	Record Asst.	27,661/-
M. Raghunath Singh	Record Asst.	19,673/-
Fakeer Pasha	Jamedar	34,283/-
Ashok Singh	Jamedar	33,315/-
Jagannadh	Cycle Orderly	32,645/-
C. Nagaraju	Cycle Orderly	27,715/-

Mahaboob Ali	Office Subordinate	29,893/-
K. Narasimha	Office Subordinate	31,575/-
Rukminibai	Office Subordinate	32,445/-
N. Anitha	Office Subordinate	32,620/-
D. Ramesh	Office Subordinate	35,385/-
A. Prabha	Office Subordinate	21,955/-
G. Ramulu	Office Subordinate	32,445/-
K. Srinivasulu	Office Subordinate	28,269/-
N. Rajaiah	Office Subordinate	32,460/-
J. Narasimha	Office Subordinate	27,515/-

**(XI). The budget allocated to each of its agency indicating the particular of all plans proposed, expenditures and reports on disbursements made.**

There are seven Heads of Department under the administrative control of Higher Education Department which send proposal on budget including details of plan and non plans accordingly Higher Education Department allocates the yearly budget to the Heads of Departments with the concurrence of Finance Department. The total budget of Higher Education Department for 2013-14 under demand No.XIII is as follows:

		(Rs. In thousands)
Plan	:	Rs. 198,34,38
Non Plan	:	Rs.2620,49,33
		-----
Total	:	Rs.2818,88,371
		-----

**Under Demand XIV (Technical Education):-**

(Rs.in Thousands)

Plan	:	Rs. 879,62,69
Non Plan	:	Rs. 384,37,00
		-----
Total	:	Rs.1263,99,69
		-----

Grand Total (Demand XIII & XIV) = Rs.2945,28,340

The following are the Heads of Departments working under the control of Higher Education Department.

1. Director Collegiate Education
2. Commissioner of Technical Education
3. Director of A.P. State Council of Higher Education
4. Director of A.P. State Archives and Research Institute
5. Director of A.P. Oriental Manuscripts, Library and Research Institute
6. Telugu Academy
7. Secretary State Board of Technical Education & Training.
8. Urdu Academy.
9. Hindi Academy.

The citizens Charter with main functions of the Higher Education Department has already been issued vide O.O.Ms.No.8 Higher Education (OP) Department, dt.06.10.2005 and the same is accessible in the Government's website i.e. [www.aponline.gov.in](http://www.aponline.gov.in).

**(XII). The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

NIL

**(XIII). Particulars of recipients of concessions, permits or authorizations granted.**

NIL

**(XIV) . Details in respect of the information, available to or held by it, reduce in an electronic form.**

The detailed information on the Higher Education Department is available on Govt. Websites viz., www. aponline. gov.in / BIE website / APSCHE website / and all Universities websites.

**(XV). The particulars of facilities available to citizens for obtaining information, including the workings of a library or reading room, if maintained for public use.**

Citizens may visit Secretariat Office between 15.00 hours and 17.00 hours and contact Public Information Officers and Assistant Public Relation Officer in the Secretariat.

**CHAPTER 17**

**(XVI). The names, designations and other particulars of the Appellate Authorities and Public Information Officers:-**

SL. No.	Name of the Authority	Designated as	Phone No.	Address	Sections allotted
1	R.M. Dobriyal, IFS.,	Special Secretary to Govt. / Appellate Authority	23453074 23450111/ Ext.2255 9912342217	Room No.411, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	TE-I TE-II EC OP
2	M. Kanaka Durga	Joint Secretary to Government / Appellate Authority	23454888 23450111/ Ext.2235	Room No.412, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	UE-I UE-II CE-I CE-II MC
3	K. Satyanarayana Rao	Joint Secretary to Govt. / Appellate Authority	23450095 23450111 / Ext.2631 9848992530	Room No.416, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	IE-I IE-II VC-I VC-II NSS
5	S. Sumalatha	Assistant Secretary to Govt. / Public Information Officer	9912225722	Room No.414 “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	I.E-I I.E-II
6	B. Ramji,	Assistant Secretary to Govt. / Public Information Officer	2345 / Ext.2742 9542445267	Room No.410, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	TE-I TE-II EC OP
7	G.V. Bharathi	Assistant Secretary to Govt. / Public Information Officer	Extn.2281 9010204275	Room No.414 “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	UE-I UE-II MC
8	K.Eswaraiah	Assistant Secretary to Govt. / Public Information Officer	Extn.2915 9010204276	Room No.410, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	CE-I CE-II VC-I VC-II
9	N. Srinivasa Rao,	Section Officer / Assistant Public Information Officer	040-23450111/ Ext.2234 9542445272	Room No.418, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	OP

10	G. Sreenivasulu	Section Officer / Assistant Public Information Officer	9542445262 040-23450111/ Ext.2825	Room No.424 , “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	EC
11	T. Kanaka Durga	Section Officer / Assistant Public Information Officer	9542445271 040-23450111/ Ext.2825	Room No.424 , “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	TE.I
12	M.Subba Rao	Section Officer / Assistant Public Information Officer	9542445274 040-23450111/ Ext.2651	Room No.413, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	TE.II MC
13	M.R.D. Chowdary	Section Officer / Assistant Public Information Officer	9542445266 040-23450111/ Ext.2382	Room No.410, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	U.E-I
14	S.Surya Kumari	Section Officer / Assistant Public Information Officer	9542445269 040-23450111/ Ext.2382	Room No.410, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	U.E-II
15	K. Sreenivasulu	Section Officer / Assistant Public Information Officer	9542445268 040-23450111/ Ext.2651	Room No.413, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	C.E-I
16	S. Balaiah	Section Officer / Assistant Public Information Officer	9542445265 040-23450111/ Ext.2651	Room No.413, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	CE-II
17	B. Dronacharyulu	Section Officer / Assistant Public Information Officer	9542445270 040-23450111/ Ext.2234	Room No.419, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	VC-I
18	M. Pushkarudu	Section Officer / Assistant Public Information Officer	9542445264 040-23450111/ Ext.2234	Room No.419, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	VC-II
19	S. Lakshminarayana	Section Officer / Assistant Public Information Officer	9542445263 040-23450111/ Ext.2382	Room No.410, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	I.E-I
20	M.V. Krishnaiah	Section Officer / Assistant Public Information Officer	9542445273 040-23450111/ Ext.2651	Room No.413, “J” Block, 4 <sup>th</sup> Floor, Secretariat, Hyderabad	I.E-II

(XVII). **Such other information as may be prescribed:-**

NIL

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